

Statement of Work

TITLE: ASBO Stakeholder Outreach and Conference Support

EPA Contact:

Work Assignment Manager (WAM)

David Allen
U.S. EPA Headquarters
1200 Pennsylvania Avenue, N.W.
Mail Code: 1230A
Washington, D.C. 20460
Telephone: (202) 566-0913
Email: allen.david@epa.gov

Project Officer

Lorraine Reddick
U.S. EPA Headquarters
1200 Pennsylvania Avenue, N.W.
Telephone: (202) 564-1293
Email: [reddick.lorraine@epa.gov](mailto:rednick.lorraine@epa.gov)

Period of Performance

The total period of performance of this contract will be from January 5, 2017 to September 30, 2018. The contractor shall start work upon award of this contract through September 30, 2018. The actual SBEAP training, which also requires the support services of the contractor, as detailed below, should be scheduled for May 2018 or June 2018. The remaining period of performance is allotted to the remaining tasks and deliverables.

Background

The Environmental Protection Agency's (EPA) Asbestos and Small Business Ombudsman (ASBO) serves as a conduit for small businesses to access EPA and to facilitate communication between the small business community and the Agency. The ASBO functions are designed to improve the environmental and compliance performance of small businesses while reducing their regulatory burden and to improve EPA's consideration of small businesses.

ASBO also partners and supports the Small Business Environmental Assistance Programs (SBEAPs), throughout the country. The SBEAPs were created as a result of the Clean Air Act Amendments (CAAA) of 1990, Section 507 which requires that all states develop a program to assist small businesses in meeting the requirements of the Clean Air Act. Since 1990, many of these State 507 Programs have expanded to provide assistance in all media areas, including water, waste and other related issues for small businesses.

As required by the CAAA of 1990, the Agency's ASBO provides oversight of the fifty state and three territorial SBEAPs, and provides training to the state SBEAPs to ensure that they are able to effectively carry out the mission of their respective programs in providing free, confidential, environmental compliance and sustainability assistance to small businesses.

Task Requirement

The contractor shall provide full service outreach and conference support needs as described below:

Conference Planning and Facilitation Support:

The 507 Program Training Conference is a necessary source of support, collaboration and information sharing for individual state programs that are spread throughout the country. The 507 Program Training Conference keeps the state small business assistance providers and the national small business community up to date on environmental policy and regulatory issues affecting small businesses, especially issues that pertain to environmental compliance assistance.

Task 0

Develop Workplan and Project Management

The Contactor shall provide a workplan outlining the approach, resources, timeline, and estimated costs for all tasks listed below. Estimates of costs and hours shall be presented by professional level and month. The Work Assignment Manager (WAM) will review the workplan and will request revisions and or changes as needed. If necessary, the Contractor shall incorporate EPA comments into the final workplan.

The Contractor shall provide project management under this task. During the period of performance, the Contractor shall immediately inform the WAM, PO, and CO by telephone and/or email of any problems that may impede performance along with any corrective actions needed by the EPA or the Contractor to solve the problem.

Under this task, the Contractor shall also attend a kick-off meeting via conference call to discuss the goals and strategy for completing future deliverables. This kick-off meeting will serve as a discussion to clarify the EPA's requirements, solicit ideas and feedback from the Contractor, as well as formulate ideas for work to be completed by the Contractor under the Tasks listed below. The Contractor will also participate in one or more wrap-up discussions at the end of the period of performance, or when the necessary support has been completed, to discuss work completed under the tasks below.

Deliverable	Due Date
Task 0.1: Participate in kick-off meeting	Within 5 business days of work assignment issuance.

Task 0.2: Workplan and cost estimate to EPA	Within 20 days after receipt of this work assignment.
Task 0.3: Monthly status report	By 10 th business day each month, or another agreed upon date with the COR.
Task 0.4: Participate in wrap-up discussion	Due dates for these discussion will be outlined in technical direction.

Task 1

Planning for the 507 Program Training Conference

The contractor shall provide organization of the 507 Program's annual training conference for year 2018.

The contractor shall provide specific tools, activities and resources which will help encourage attendance, participation and engagement for face to face training and collaboration events.

The contractor shall provide educational support and partnership outreach to participants and attendees at the 507 Program Training Conference for 2018.

The contractor shall collaborate with those currently managing the 507 Program Website who is also required to ensure information about the training event announcements, agenda and all other relevant training event content is accessible to all through the 507 Program Website.

The contractor shall;

(1) participate in monthly planning conference calls;

(2) prepare all conference materials and documents

- a. conference agenda
- b. conference flyers
- c. conference notes

(3) source local conference speakers identified by WAM

(4) consult state regulatory coordinators as identified by WAM

(5) consult with SBEAP coordinators as identified by WAM.

Task 1: Deliverables and Due Dates

Name	Due (if applicable)	Acceptance Criteria
1. Conference Calls	Monthly.	Participate in ASBO stakeholder conference calls to include notetaking for review and discernment with WAM
2. Collaborate with 507 website owner	Within 3 business days of task assignment	Status report provided to WAM within 2 days of collaboration
3. Prepare Conference Materials	Continuous from task assignment to	Documents shall be written in clear,

and documents	actual day of conference event	understandable English that is devoid of grammatical, spelling and cut & paste errors. Documents (including supporting documents) shall be provided and available via various media formats.
4. Identify Conference Speakers	Select subject matter experts 60 days before conference event	Acknowledged and accepted by WAM
5. Utilize State Regulatory and SBEAP Coordinators as Trainers	Select subject matter experts 60 days before conference event	Acknowledged and accepted by WAM

Task 2

Hosting for 507 Program Annual Conference and Outreach

The contractor shall (1) negotiate and sign contract with hosting hotel/facility; (2) manage the registration process; (3) provide onsite conference management; (4) provide onsite support at the conference site including note taking; (5) provide remote conference access.

The contractor shall provide for program members who cannot attend in person to still be able to participate in the training activities through webinar participation.

Task 2: Deliverables and Due Dates

Name	Due (if applicable)	Acceptance Criteria
1. Hosting Hotel/facilities	Due within 45 business days from acceptance of requirement.	Hosting location shall be in the Washington DC, Maryland or Virginia area with a location capable to accommodate the majority of registered participants for the conference, including out of state registrants
2. Manage Registration Process	Continuous from onset of task until actual day of conference event.	Appropriate and functional tools required for conference registration, guidance and registration support.
3. Provide Onsite Conference management	Conference Date	Coordinated support for speakers and participants.
4. Conference Note Taking	2 days after Conference Event date	Documents shall be written in clear, understandable English that is devoid of grammatical and spelling errors. Documents shall be delivered on time
5. Remote conference viewing	Conference Date	Proven test availability to remote registrants

Task 3

Conference Summary/Lessons Learned

The contractor shall obtain information from SBEAP Coordinators; EPA Small Business Ombudsman; members of the National Steering Committee and members of Compliance Advisory Panel and build lessons learned methods to help determine the continually changing needs of the 507 Program members for the future.

The contractor shall provide (1) educational support; (2) partnership outreach; (3) lessons learned; (4) conference materials; (5) conference summary for 2018 507 Program Conference.

Deliverables and Due Dates

Name	Due (if applicable)	Acceptance Criteria
1. Educational Support & Partnership Outreach	Due within 15 business days after conference end.	Documents shall be written in clear, understandable English that is devoid of grammatical, spelling and cut & paste errors. Documents (including supporting documents) shall be provided and available
2. Partnership Outreach	Due within 15 business days after conference end.	Documents shall be written in clear, understandable English that is devoid of grammatical, spelling and cut & paste errors. Documents (including supporting documents) shall be provided and available
3. Lessons Learned	Due within 15 business days after conference end.	Documents shall be written in clear, understandable English that is devoid of grammatical, spelling and cut & paste errors. Documents (including supporting documents) shall be provided and available
4. Conference Data	Due 15 days after conference end	Documents shall be written in clear, understandable English that is devoid of grammatical and spelling errors. Documents shall be delivered on time.

5. Conference Summary	Due within 15 business days after conference end.	Documents shall be clear concise summary on entire conference written in clear, understandable English that is devoid of grammatical and spelling errors. Documents shall be delivered on time.
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Task 4

Data Ownership

All data (e-mail traffic, contact information, calendar contents, etc.), regardless of where stored, is owned by EPA and/or its SBEAP stakeholders. The Contractor shall ensure that the EPA and/or its stakeholders, retains access and download capability of all data for research, investigation, transfer, or migration to other systems at all times. The Contractor may not use, retain, sell, give away, or conduct any business using EPA or its stakeholders or regulators data other than in provision of the support described under this task order.

The contractor shall provide conference data and related conference materials to WAM.

3. Conference Data	Due within 15 business days from conference end.	Documents shall be written in clear, understandable English that is devoid of grammatical, spelling and cut & paste errors. Documents (including supporting documents) shall be provided and available
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